



MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 18th of SEPTEMBER 2023

PRESENT: Councillors: Paul Blatchford (Chairman), Simon Arlidge, Kevin Gibbons, Paul Harding, Maggie McCarthy, Kelly Smith, Matthew Thomson and Steve Voller

IN ATTENDANCE: Mrs Liz Shayler (Clerk)
WARD COUNCILLOR: Cllr Tristam
MEMBERS OF THE PUBLIC: None

Cllr Blatchford welcomed everybody.

Before the meeting was convened, members of the public were invited to speak.

i) Members of the public

No members of the public were present.

ii) Community Beat Manager's report.

The following report was received for the period 28/08/2023 to 17/09/2023.

Incidents reported = 70 with the following selection of crimes reported: 8 abandoned 999 calls (there is still an issue with ring back from Samsung mobiles), 1 animal, 1 antisocial behaviour, 1 assault, 1 concern for welfare, 1 public order, 2 suspicious activity, 1 theft and 9 traffic related.

For up-to-date information residents can visit the Avon & Somerset website or follow them on social media (Facebook "Weston & Worle police or Twitter "ASPNorthSom"). Residents were asked if they see anything suspicious in the area or would like to talk to local officers, please call 101 or 999 in an emergency, they can also report anonymously to Crimestoppers on 0800555111.

iii) Ward Councillor's report

Cllr Tristam gave a brief report on the following items:

- The 51 service which has now been renamed the 125 with a slightly changed route to include the centre of Weston and Flowerdown. A query was raised in relation to the 126 and whether this was going to be reinstated.
- The creation of Ward Councillors Surgeries which will be rotated between Sandford, Winscombe and Banwell. Banwell's will coincide with the 'Coffee & Chat' in the Scout Hut.
- The current Corporate Plan Consultation and opportunities for residents to contribute.
- Banwell Bypass Briefings – although there is not much to report then it seems all further communications are being asked to be passed through the Parish Council and not directly to the team.

The meeting was convened.

149/23 To receive apologies for absence (agenda item 1)

Apologies were received from Cllrs Mike Bailey, Steve Davies, Nick Manley and Tara Wright.

150/23 To receive members' declarations of interest on any agenda item (agenda item 2).

None were received.

151/23 To approve as a correct record, the minutes of the Parish Council meeting on the 21st of August 2023 (agenda item 3)

Resolved – That the minutes of the Parish Council Meeting held on the 21st of August 2023 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous with two abstentions due to absence).

The minutes of the meetings were signed by the Chairman as a correct record.

152/23 To note the Employment Committee Meeting minutes held on the 11th of September (agenda item 4).

The minutes from the Employment Committee were noted.

153/23 To discuss North Somerset sub-soil offer for the land at Castle Hill for the Banwell Bypass (agenda item 5).

Standing orders were suspended to allow the Land Agent from Greenslade Taylor Hunt to speak.

He gave a summary of the proposals in relation to the Council owned land and the impact of the Bypass. It was suggested that the North Somerset subsoil interest offer of £50 and compensation of an additional £500 on top of the land agents fee be requested.

Standing orders were reinstated.

Resolved – to agree North Somersets subsoil interest offer of £50 and £250 land agents fee but to request an additional £500 compensation.

The resolution was correctly proposed and seconded (unanimous)

154/23 To discuss renewing the Breakthrough Communications Annual Hive Premium at a 50% discounted price of £998.50 (agenda item 6).

Standing orders were suspended to allow Breakthrough Communications to speak.

Breakthrough Communications reiterated their offer and what the service entails. The Clerk was then asked her opinion of the service offered and how it has been used in the past.

Standing orders were reinstated.

Resolved – to agree the renewal of the Hive Premium for £998.50.

The resolution was correctly proposed and seconded (unanimous)

155/23 To receive the Clerk's report/Exchange of information (agenda item 5)

i) Parish Council Sustainability Aim.

The new Parish Council Sustainability Aim reads:

The Parish Council has declared a climate emergency. It will operate and promote positive measures impacting the environment while reducing and eliminating adverse impacts.

The Parish Council will use appropriate policy (principles of action to be formally adopted by the Parish Council) and planned activities (actions or events) to:

- Act sustainably including adopting a reduce, reuse, recycle strategy.
- Promote biodiversity.
- Protect and enhance wildlife and the environment.

ii) **£10,000 Rural England Prosperity Fund (REPF) Conditional Offer**

A Grant of £10,000 has been provisionally awarded to the Parish Council for the Solar Panel Scheme on the Youth & Community Centre. The Clerk is currently chasing updated quotes to forward on. It will potentially mean an Extra-ordinary Parish Council meeting to approve a contactor before the next meeting to meet the terms of the grant.

iii) **Remembrance Day Parade**

The Company who supported the Remembrance Day Parade with their trained personnel now have a large contract so don't think they will be able to spare the personnel. The Clerk is currently trying to find an alternative solution.

156/23 To approve the following expenditure (agenda item 8).

i) **£50 for Retrofitters to carry out a thermal performance test.**

This item was deferred to allow the Clerk to process new information received in relation to further / alternative surveys which can be undertaken on the Youth & Community Centre.

ii) **£450 Annual Cemetery package.**

Resolved – To approve £450 for the annual cemetery package.

The resolution was correctly proposed and seconded (unanimous)

iii) **£255 for the Annual RoSPA Play equipment inspections at the Recreation Ground & Riverside Play Area.**

Resolved – To agree the cost of £255 for the annual RoSPA Play Equipment Inspections.

The resolution was correctly proposed and seconded (unanimous)

iv) **£542.97 Youth & Community Centre PPL / PRS Music licence.**

Resolved – To agree the cost of £542.97 for the PPL / PRS Music licence.

The resolution was correctly proposed and seconded (unanimous)

v) **£60 donation for the Remembrance Day Wreath.**

Resolved – To agree a donation of £60 for a Remembrance Day Wreath using section 137.

The resolution was correctly proposed and seconded (unanimous)

157/23 To note the training and events available and agree any attendance (agenda item 9)

i) **ALCA e-learning on nimble**

ii) **Breakthrough Communications Training via ALCA**

iii) **Finance Training via ALCA**

iv) **Free 'Scribe' Finance Training**

v) **Various NALC Training**

Resolved – To agree the cost of £40 for Councillor Davies to attend the 'Planning in Plain English' Course.

The resolution was correctly proposed and seconded (unanimous)

158/23 To agree the following policies / procedures (agenda item 10).

i) Appraisal Protocol.

Resolved – To approve the Appraisal Protocol with the removal of ‘and the new targets’ from the Key Features section b.

The resolution was correctly proposed and seconded (unanimous)

ii) Asset Disposal Procedure.

Resolved – To approve the Asset Disposal Procedure.

The resolution was correctly proposed and seconded (unanimous)

iii) Pre-application Protocol.

Resolved – To approve the Pre-application Protocol with the movement of the final paragraph in the Pre-application meetings section to the beginning of the section.

The resolution was correctly proposed and seconded (unanimous)

159/23 To discuss who will undertake the following annual inspections for budgeting purposes (agenda item 11).

- i) Benches – Cllr Smith**
- ii) Dog bins – Cllr Harding**
- iii) Flagpole – Cllr Blatchford**
- iv) Grit bins – Cllr Arlidge**
- v) Litter bins – Cllr Smith**
- vi) Memorials – Cllr McCarthy**
- vii) Bus Shelters – Cllr Arlidge**

Resolved – That the Councillors above undertake the annual inspections.

The resolution was correctly proposed and seconded (unanimous)

145/23 To note the North Somerset Corporate Plan and budget development consultation and agree a way forward (agenda item 14):

The Council discussed the consultation document. It was felt that this was not the most productive way to consult a Parish Council. It should have had a greater emphasis on grading fewer priorities.

Resolved – That Cllr Blatchford write to North Somerset to summarise the Parish Councils views.

The resolution was correctly proposed and seconded (unanimous)

144/23 To note the Conclusion of the 2022/23 External Audit and agree any recommendations (agenda item 12):

The successful conclusion of the 2022/23 External Audit, with no recommendations, was noted.

146/23 To authorise bills for payment for September (agenda item 15)

The Clerk tabled an additional ‘bills for payment’ schedule.

Resolved: To authorise the bills for payment sheet for September of £11,074.72. Cllr Harding and Cllr Blatchford to authorise the BACs payments.

The resolution was correctly proposed and seconded (unanimous)

147/23 To note the Parish Council's end of August's net position, bank balances and bank reconciliation (agenda item 16)

The Parish Council's end of August's net position, bank balances and bank reconciliation were noted.

148/23 Dates of the next meetings (agenda item 17)

Monday 2nd of October 2023, 7pm Planning Committee at the Youth & Community Centre (YCC)
Monday 16th of October 2023, 7:30pm Parish Council Meeting at the YCC.

The Chairman closed the meeting at 21:05

.....Chairman

.....Date

DRAFT

Bills for Payment - 22nd August to the 18th September 2023
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
Already Paid						The Parish Council
BACS	BDO LLP	External Auditor	£756.00	There are 2 MPAN numbers	Admin	
DD	YU	Streetlight Power	£197.73		095/23	
DD	YU	Streetlight Power	£9.49		095/23	
DD	Mainstream	Phone and Broadband	£4.63		095/23	
DD	EDF	YCC Electricity	£103.58		095/23	
To Pay						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£1,043.34		095/23	
BACS	J K Gardening	Environmental Fee £40	£40.00		Cem Admin	
BACS	Ambience Landscape	Dog Bin emptying	£629.20		095/23	
BACS	Insight Cleaning	YCC Cleaning	£192.00		095/23	
BACS	Glasdon	Dog Bin	£321.71		139/23	
BACS	ESPO	Toilet Rolls & Hand Towels	£65.64		YCC Admin	
BACS	Parish News	Advert x 2 & Sept Article	£121.12		Comms Admin	
BACS	Weston Rail	Quarterly Light Maintenance	£1,050.00		95/23	
BACS	Scribe	Cemetery Package Renewal	£540.00		Agenda Item	
BACS	Breakthrough Communications	Annual Subscription	£1,198.20		Agenda Item	
BACS	The Printhive	YCC sign	£42.00		YCC 29/23	
BACS	ALCA	Planning Training	£40.00		Agenda Item	
BACs	Webglu	Managed Web Service	£232.80		95/23	
DD	Loyds Bank PLC	tuck).	£788.10		095/23	
SO	Officer Salaries	Officer Salaries	£2,786.46		095/23	
DD	Nest	Pension contibutions	£233.68		095/23	
DD	North Somerset	YCC Waste Collection	£9.50		095/23	
BACS	HMRC	PAYE and NI	£669.54		095/23	
Totals			£11,074.72			

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7pm ON MONDAY 25th SEPTEMBER 2023

Present: Cllrs Paul Blatchford (Chairman), Paul Harding & Maggie McCarthy

In attendance: Liz Shayler (Clerk)

27/23 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

28/23 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

29/23 To approve as a correct record the minutes of the meeting of the Employment Committee held on the 11th of September 2023 (agenda item 3).

Resolved – That the minutes be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous).

The minutes of the meeting were signed by the Chairman as a correct record.

30/23 To note the resignation of the Communications, Marketing and Grant Funding Officer (agenda item 4).

The resignation of the Communications, Marketing and Grant Funding Officer was noted.

31/23 To agree any interim measures before the employment of another Officer (agenda item 5).

Resolved – To agree the following measures.

- Temporary increase to the Clerks hours to cover shortfall.
- Occasional Office Cover undertaken by trained Councillors.
- Combining the planning Committee and PC meeting when there only a few applications.
- Councillors to check monthly Grant Funding list.
- Cllr Harding to keep the Recreation Ground Noticeboard updated.

The resolution was correctly proposed and seconded (unanimous).

31/23 To discuss the current Communications & Marketing Officer role which includes elements of planning and administration and agree a way forward (agenda item 6).

The current role was discussed at length both as a combined role and also separating it into two roles - Communications, Marketing & Grant finding and Assistant Clerk.

Resolved – To hire a locum Communication, Marketing & Grant funding Officer for four months.

The resolution was correctly proposed and seconded (unanimous).

Resolved – To hire a locum Assistant Clerk until January 2023.

The resolution was correctly proposed and seconded (unanimous).

32/23 To agree an application pack including job description, person specification & application form (agenda item 7).

Postponed until December when the job role will be reviewed.

33/23 To agree the timetable for the hiring of a new officer (agenda item 8).

Postponed until December.

34/23 To agree the date of the next meeting (agenda item 9)

7pm either December 4th or 11th at Banwell Youth & Community Centre

The Chairman closed the meeting at 20:00

.....Chairman

.....Date



Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 2nd of October 2023.

PRESENT: Councillors Nick Manley (Chairman), Simon Arlidge, Paul Blatchford, Steve Davies, Paul Harding, Matthew Thomson

IN ATTENDANCE: Liz Shayler (Clerk), Parish Councillors Mike Bailey and attending virtually Steve Voller & Kelly Smith

MEMBERS OF THE PUBLIC: Four

Cllr Manley welcomed everybody.

Before the meeting was convened, members of the public were invited to speak.

i) Presentation by Woodstock Homes on the proposed development on Knightcott Rd.

Woodstock Homes gave a presentation on the proposed development on Knightcott Rd which covered the following.

- Introduction and background to Woodstock homes and other locations in the area.
- Energy efficiency measures they use in their developments.
- Planning History of this site.
- The suitability of this site for development
- Considerations in relation to Landscape, Highways / access, ecology and drainage.
- The indicative proposals for the site and community benefit.

Councillors were told that the consultation deadline had been extended until the 9th of October and were encouraged to make any comments / ask any questions via the feedback form on the website.

ii) Members of the public.

The applicant of planning applications 23/P/1852/FUH & 23/P/1853/LBC Abbey Towers, East Street spoke giving background and explanation to the application.

The meeting was convened.

37/23 To receive apologies for absence (agenda item 1)

No apologies were received.

Cllr Manley left the meeting and Cllr Blatchford chaired the meeting.

38/23 To receive declarations of interest (agenda Item 2)

Cllr Manley declared an interest in 23/P/1667/FUH due to the proximity of his property.

39/23 To approve as a correct record the minutes of the Planning Committee Meeting held on the 14th of August 2023 (agenda item 3)

Resolved – That the minutes of the Planning Committee Meeting held on the 14th of August 2023 be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous with one abstention)

The minutes of the meetings to be signed by the Chairman as a correct record.

Cllr Manley returned to the meeting, but Cllr Blatchford continued to Chair the meeting due to the declared interest.

40/23 To note and comment upon planning applications (agenda item 4).

(i) 23/P/1667/FUH 6 High Street Banwell BS29 6AA.

Proposed demolition of existing porch and rear extension. Erection of a single storey rear extension and installation of patio doors to the rear elevation at the first floor.

Resolved: The committee resolved to object to this application due to lack of detail in particular the ground heights, the potential use of the flat roof and boundary walls.

The resolution was correctly proposed and seconded (unanimous)

- (ii) **23/P/1852/FUH & 23/P/1853/LBC Abbey Towers East Street Banwell BS29 6BW.**
Demolition of single storey storeroom and pergola and erection of a single storey garden room and two storey residential annexe attached to the existing building; new doorway to replace window to retained east elevation and replacement of first floor window with wooden framed double-glazed window. Alterations to existing tower building to create a new doorway, re-lay tower roof and insertion of new conservation rooflight, secondary glazing to window and internal repairs.

Standing Orders were suspended to allow the applicant to clarify the position in relation to Historic England.

Standing Orders were reinstated.

The Committee discussed the potential impact on the view from the Church / Churchyard as a grade 1 listed building versus improvements to the building.

Resolved: The committee resolved to recommend refusal of this application due to the possible impact of the view from the Church as a Grade 1 listed building in the Conservation Area and within the curtilage of a Grade 2* listed building.

The resolution was correctly proposed and seconded (unanimous with two abstentions).

- (iii) **23/P/1913/FUL Land Farm Puxton Road Hewish BS24 6UE.**
Removal of conditions 6 (10% energy generation) and 7 (BREEAM standard) from permission 23/P/1247/FUL (Erection of a roofed structure over existing yard between the east & west barns).

This application was noted.

41/23 To note the following planning applications (agenda item 5).

- (i) **23/P/1712/AOC Land West of Wolvershill Road Wolvershill Road Banwell**
Request to discharge condition number 19 (Ecology Report) on application 18/P/4735/OUT
- (ii) **23/P/1727/TRCA Banwell House Wolvershill Road Banwell North Somerset BS29 6DG**
T - 1 Holm Oak fell. T - 3 Oak fell. T - 5 Holm Oak fell. T - 7 Holm Oak fell. T - 9 Holm Oak fell.
Proposed as remedy to differential foundation movement to ensure long-term stability of building.
- (iii) **23/P/1731/LDE The Hurst Riverside Banwell**
Certificate of lawfulness for the continual siting of a static caravan.
- (iv) **23/P/1776/AOC Land West of Wolvershill Road Wolvershill Road Banwell**
Request to discharge condition number 4 (Drainage Basin Risk Assessment) on application 21/P/1735/RM
- (v) **23/P/1832/TRCA Banwell House Wolvershill Road Banwell North Somerset BS29 6DG**
T - 6 Oak tree fell and treat stump
- (vi) **23/P/1883/TRCA 11 School Close Banwell North Somerset BS29 6DT**
2 x Robinia's reduced crown by up to 2 metres. Lateral reduction of .5 metre over patio and up to 2 metres laterally at the back.
- (vii) **23/P/1886/AOC Abbey Towers East Street Banwell North Somerset BS29 6BW**
Request to discharge condition number 4, (Archaeological Watching Brief) on application 23/P/0214/FUH

The applications above were noted.

42/23 To note planning decisions – (agenda item 6)

- (i) **23/P/0004/FUH Rose Bank 6 Dark Lane Banwell BS29 6BP**
Proposed demolition of existing porch and extension to the South-East elevation and erection of a replacement single storey extension. Proposed creation of a second storey to the South elevation and internal structural alterations. **APPROVE**

- (ii) **23/P/0628/FUH Park Farm Wolverhill Road Banwell North Somerset BS29 6DL**
Proposed demolition and rebuilding of existing boundary walls and outbuildings due to crumbling stonework. **APPROVE**
- (iii) **22/P/0764/MOD Land At Area 3A Weston Villages Weston-super-Mare**
Modification of Section 106 legal agreement on permission 12/P/1266/OT2 to amend the mortgagee exemption clause so that it will be satisfactory to the Registered Provider's lender to ensure that they will be able to secure the maximum amount against the Affordable Housing Units to facilitate the ongoing delivery of affordable housing within the area | **APPROVE (modify s106)**
- (iv) **23/P/0973/FUL 'Towerbrook Farm', Catworthy Lane, Banwell North Somerset BS29 6PQ**
Change of use of the land from agriculture to equestrian and laying out of an outdoor riding arena together with access track and concrete apron/hardstanding. **APPROVE**
- (v) **22/P/1124/FUL Cedar Haven, Haybow, Hewish BS24 6RB**
Change of use of land for the siting of a 2 pitch gypsy and traveller site, the erection of a 1.5m high boundary wall (retrospective). **APPROVE**
- (vi) **21/P/1164/FUL Land at William Daw Close Banwell**
Erection of 11no. residential dwellings along with the provision of public open space, landscaping, drainage and associated infrastructure. **APPROVE WITH LEGAL AGREEMENT**
- (vii) **23/P/1234/FUL Land Farm Puxton Road Hewish BS24 6UE**
Extension of an agricultural barn at Land Farm, Hewish. **APPROVE**
- (viii) **23/P/1235/FUL Land Farm Puxton Road Hewish BS24 6UE**
Proposed erection of a new roof structure over existing silage pit at the North of the site. **APPROVE**
- (ix) **23/P/1236/FUL Land Farm Puxton Road Hewish BS24 6UE**
Erection of a Roofed Structure over existing Silage Pit at the West of the site. **APPROVE**
- (x) **23/P/1247/FUL Land Farm Puxton Road Hewish BS24 6UE**
Erection of roofed structure over existing yard between the east & west barns. **APPROVE**
- (xi) **23/P/1326/FUH 22 Westfield Road Banwell BS29 6BA**
Proposed erection of a single storey rear extension to provide accessible bedroom for a disabled person. **APPROVE**
- (xii) **23/P/1328/FUH 8A Church Street Banwell BS29 6EA**
Proposed erection of an extension to the existing first floor dormer window to rear. Creation of additional bedrooms and first floor bathroom. **APPROVE**
- (xiii) **23/P/1428/FUH The Paddock Wolverhill Road Banwell BS29 6LA**
Proposed demolition of existing detached garage and store, proposed side extension incorporating replacement garage and enlargement of rear dormer. **APPROVE**
- (xiv) **23/P/1507/FUL The Longhouse 25 East Street Banwell BS29 6BW**
Proposed subdivision of existing dwelling to form one 1-bedroom dwelling and one 2-bedroom dwelling. **APPROVE**
- (xv) **22/P/2909/FUL Land Adjacent To 8A Orchard Close Banwell**
Proposed erection of 1no. four-bedroom dwelling and a double garage. **APPROVE**

43/23 Date of the next meeting (agenda item 7)

Planning Meeting Monday 6th of November 2023 7pm at Banwell Youth & Community Centre

The Chairman closed the meeting at 19:55

.....Chairman

.....Date

5. To receive the Officer report/Exchange of information:

i) Locum Comms Officer and Locum Assistant Clerk.

As you aware the employment committee voted to have a locum Communications & Marketing Officer and a locum Assistant Clerk for the next 4 months. It has been possible to find a locum Comms Officer who started at the beginning of October. A Locum Assistant Clerk is still being sought.

ii) £10,000 Rural England Prosperity Fund (REPF) Conditional Offer.

This offer has been extended to allow talks with the Scouts.

iii) Christmas Market

We are currently at capacity with 28 stalls. The WI are doing the refreshments. The PC will have an information stall and so we are looking for volunteers to man the stall.

iv) Remembrance Day

Just a reminder that this year it is November 12th. The Parish Council meet in West Street Carpark at 2:30pm to parade to the Church at 2:45pm. The service is usually about ¾ of an hour and then we parade back to the Scout Building for refreshments.

v) 126 bus routes

North Somerset were aiming for the service to be restarted in October, but no operator responded to the tender that was put out. One of the officers in the BSIP team has been working to encourage interest from operators and the service is now being retendered. NSC are now hoping that it might be possible to reintroduce from January, but they need to gain WECA's agreement on this as they were limited to making changes in September and April only.

vi) CIL Payments

We will be receiving a further £5598.67 at the end of October.

7. To agree the purchase £10 gift cards to enable those using the foodbank to buy fresh items

Easter last year Banwell Foodbank was donated a box of £10 co-op vouchers to go with the food parcels. This enabled those receiving a parcel £10 to buy fresh items like fruit, veg, bread, butter, cheese or ham. These were very well received. Given we have a food bank budget the Clerk would like to purchase some more of these for Banwell residents receiving a food parcel.

8. The Council confirms by resolution that all documentation and information is in place for the Quality Award Local Council Award Scheme

There is a range of reasons why a council could benefit from taking part in the award scheme. For those councils who are already confident that they perform to a high standard the scheme provides assurance to the council that it is up-to-date and progressive by the standards set by the sector. For those who wish to improve, it provides a framework to plan and make the first steps. Helping the council improve performance and confidence, with policies in place for continuous development. And for all councils winning the award should be a celebration for councillors and officers, as their commitment and hard work are recognised and respected.

An award is a tool that councils can use when working with the local community or other local partners. Giving them confidence that the council is delivering to a national professional standard. And finally, the scheme will contribute to the national reputation of local councils demonstrating achievements and a commitment to improvement.

We met foundation status a few years ago but were missing one councillor profile and unfortunately when they left then we no longer had enough elected members. Since then, I have been building on the Foundation status and I believe we now meet the quality status with aspects of gold.

Below is all the evidence. Anything **highlighted in yellow** will be attached to the final submission which I can send if requested by individual councillors.

Council Name: Banwell Parish Council

Date of application:

Award level applied for: Quality

Local Council Award Scheme application form

This document is a resource for Local Councils taking part in the Local Council Award Scheme

My council has not registered to take part in the scheme – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

My council has the relevant criteria in place and has already registered with NALC – you can complete this document and submit it to your local accreditation panel. This will help them find the necessary information and make sure they don't miss any details by mistake.

Tip – proving a web link to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. So instead of <http://www.nalc.gov.uk> use <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

Tip – some information and documents are not required to be published online. To keep things simple email these to the panel coordinator at the same time as providing this document. That way they have all the information in one place.

Tip – Don't forget to read the full criteria in the Local Council Award Scheme guide. This form just has the summary, but there is further essential information in the guide which can be downloaded from <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

What criteria do I need to meet for each award level?

If you are applying for Foundation – just the Foundation criteria

If you are applying for Quality – both Foundation and Quality criteria

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria

If you are unsure what criteria you are required to submit please check with your County Association.

Council Name: Banwell Parish Council

Date of application:

Award level applied for: Quality



The Council confirms by resolution that it recognises its duties in relation to biodiversity and crime and disorder and that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders		standing_orders_2023.pdf (banwellparishcouncil.org.uk)
2 Its financial regulations		Financial Regs (banwellparishcouncil.org.uk) & financial_risk_assessment_2023.pdf (banwellparishcouncil.org.uk)
3 Its Code of Conduct and a link to councillors' registers of interests		Code of Conduct (banwellparishcouncil.org.uk) & https://www.banwellparishcouncil.org.uk/parish-council/your-councillors/ every Councillors register can be found by scrolling down to the end of each Councillor section.
4 Its publication scheme		Information to be published (banwellparishcouncil.org.uk)
5 Its last annual return		https://www.banwellparishcouncil.org.uk/parish-council/parish-council-information/ click on finance and audit documents last years, this year and next year is there.
6 Transparent information about council payments		Every month the bills of payments show all payments made by the council. For example, https://www.banwellparishcouncil.org.uk/content/large/documents/minutes/2023/pc/july_pc_mins_2023_with_bills.pdf
7 A calendar of all meetings including the annual meeting of electors (Parish Assembly)		https://www.banwellparishcouncil.org.uk/parish-council/meetings-and-minutes/
8 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		https://www.banwellparishcouncil.org.uk/parish-council/meetings-and-minutes/ from 2017 onwards
9 Current agendas		https://www.banwellparishcouncil.org.uk/parish-council/meetings-and-minutes/
10 The budget and precept information for the current or next financial year		https://www.banwellparishcouncil.org.uk/parish-council/parish-council-information/ click on finance and audit documents last years, this year and next year is there each called budget setting document.

Council Name: Banwell Parish Council

Date of application:

Award level applied for: Quality

11 Its complaints procedure		Code of practice for Handling Complaints (banwellparishcouncil.org.uk)
12 Its accessibility statement		Accessibility Statement (banwellparishcouncil.org.uk)
13 Its privacy notice		https://www.banwellparishcouncil.org.uk/privacy-and-cookie-policy/
14 Council contact details and councillor information in line with the Transparency Code		https://www.banwellparishcouncil.org.uk/parish-council/your-councillors/
15 Its action plan for the current year		Action Plan 2022 2023.pdf (banwellparishcouncil.org.uk)
16 Evidence of consulting the community		One of the Councils latest consultations can be found on our website https://www.banwellparishcouncil.org.uk/news/banwell-parish-council-questionnaire/
17 Publicity advertising council activities		https://www.facebook.com/banwellparishcouncil & our website https://www.banwellparishcouncil.org.uk/community/ & https://www.banwellparishcouncil.org.uk/news/ . We also have two noticeboards around the village, 2 in the Youth & Community Centre and use the Parish Magazine to provide a quarterly update on Parish Council activities and for posters – this gets delivered to every household in Banwell Parish.
18 Evidence of participating in town and country planning		We have a planning committee and all planning applications and consultation go through this. The agenda, associated papers and minutes can be found at Meetings & Minutes - Banwell Parish Council

The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
19 A risk management scheme		Risk Management Strategy (banwellparishcouncil.org.uk)
20 A register of assets		asset register may 2023.pdf (banwellparishcouncil.org.uk)
21 Contracts for all members of staff		Currently only Clerk after sudden resignation of Comms Officer. See attached
22 up-to-date insurance policies that mitigate risks to public		See attached

Council Name: Banwell Parish Council

Date of application:

Award level applied for: Quality

money		
23 Disciplinary and grievance procedures		Disciplinary Procedure (banwellparishcouncil.org.uk) & Grievance (banwellparishcouncil.org.uk)
24 A policy for training and training and development of staff and councillors		Training Policy (banwellparishcouncil.org.uk)
25 A record of all training undertaken by staff and councillors in the last year		See attached
26 A clerk who has achieved 12 CPD points in the last year		See attached

Council Name: Banwell Parish Council

Date of application:

Award level applied for: Quality



The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 Draft minutes of all council and committee meetings within four weeks of the last meeting		https://www.banwellparishcouncil.org.uk/parish-council/meetings-and-minutes/
2 A Health and Safety policy		health_and_safety_policy.pdf (banwellparishcouncil.org.uk)
3 Its policy on equality		Equal Opportunities (banwellparishcouncil.org.uk)
4 A community engagement policy involving two-way communication between council and community		Community Engagement & Communication Policy (banwellparishcouncil.org.uk)
5 Councillor profiles		https://www.banwellparishcouncil.org.uk/parish-council/your-councillors/ also we have some of our Councillors who have created a video for our YouTube Channel https://www.youtube.com/channel/UC18_eRdorysQJY-fQx_eKYw
6 A grant awarding policy		grant_awarding_policy.pdf (banwellparishcouncil.org.uk)
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting		Parish Assembly agenda, associated papers and minutes can be found on the following link. Meetings & Minutes - Banwell Parish Council since 2017.
8 An action plan and related budget responding to community engagement and setting out a timetable for action and review		We currently have a separate officer role – Communications, Marketing & Grantfunding Officer. This post was created in 2020 to increase community engagement. We have a community engagement policy Community Engagement & Communication Policy (banwellparishcouncil.org.uk) and our working document is our Comms Strategy (banwellparishcouncil.org.uk) . Our Action Plan Action Plan 2022 2023.pdf has a section on Community Engagement and Events which shows any budget implications.
9 Evidence of community engagement, council activities and the promotion of democratic processes in an		Comms Strategy (banwellparishcouncil.org.uk) (in appendices), https://www.facebook.com/banwellparishcouncil & our website https://www.banwellparishcouncil.org.uk/community/ & https://www.banwellparishcouncil.org.uk/news/ , annual_report_2023.pdf (banwellparishcouncil.org.uk) & quarterly enewsletter which is printed in the Parish

Council Name: Banwell Parish Council






Date of application:

Award level applied for: Quality

annual report, online material and regular news bulletins		Magazine which is delivered to every household in Banwell (pdf attached)
10 Evidence of helping the community plan for its future		https://www.banwellparishcouncil.org.uk/banwell-bypass/

The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
11 a scheme of delegation (where relevant)		scheme_of_delegation.pdf (banwellparishcouncil.org.uk)
12 at least two-thirds of its councillors who stood for election		We currently have 12 Councillors of which 9 were elected see attached notice of uncontested election.
13 an annual report that is actively shared with the community		annual_report_2023.pdf (banwellparishcouncil.org.uk) is created for the annual assembly and is available on our website and shared via social media. Available in hard copy at the annual assembly and at the Parish Office at the YCC
14 Evidence of a customer service in how the council handles correspondence with the public		Public opening between 10 and 12 on Tuesday & Thursday. Attached is our 'Contact Us' poster which is on every noticeboard (inside & outside) and shared on social media once a month. Complaints procedure &
15 a qualified clerk		See attached certificate
16 a formal appraisal process for all staff		https://www.banwellparishcouncil.org.uk/content/large/documents/parish_council_information/parish_council_policies_and_procedures/parish_council_policies/appraisal_protocol.pdf
17 a training policy and record for all staff and councillors		Training Policy (banwellparishcouncil.org.uk) and see attached Clerk CPD and training list for Comms Officer and Councillors

Litter Bin Comparison

Attached	Materials	Photo	Capacity	Price ex VAT	Fixings	Delivery	Comments	Total
Broxap ¹ Derby Hercules	Metal		40L	£195	Tespa only – will need to be fitted professionally.	Free	Additional coatings available; anti-graffiti coating also logo Additional colours available	£195+
Derby Hercules	Metal		60L	£205		Free	Perforations £30	£205+
Hooded Trimline 25	Durapol		30L	£126.56 With liner (Plastic £21.11, Metal £30.87)	£12.19	£12.50		£182.12
Super Trimline 50	Durapol		50L	£166.64 Sack Ret £27.60 Metal liner £56.61	£12.19	£12.50		£247.94
Glasdon Novelty Litter Bin	Duratec		52L	£296.19 Includes metal liner	Would need additional concrete slab	Free	If you would like a novelty bin, I can investigate other companies / designs.	£296.19+

This financial year budget left in
Env Projects – £1959.95
Riverside maintenance - £238.06.

¹ <https://www.broxap.com>



To agree to enter into an agreement with 1st Banwell Scouts to install two sets of solar panels on their building to feed the Scout Building and the Youth & Community Centre.

After two companies gave quotes on solar panels being installed on the YCC which enabled the PC to go for a grant a third company after a site survey said it would not be possible to install on the YCC roof. This was checked by a fourth company who agreed it would not be possible. The solution is a solar array on the Scout building next door which is split into two which will then feed both buildings instead of just the YCC making it more sustainable option.





North Somerset who initially agreed the grant have agreed we could transfer it to the adjacent building. The Scouting executive will be discussing it on October 11th.


To agree a contractor for the installation of the solar panels.

Companies were asked for most sustainable solar panels and to consider whether slave labour might have been used.






Contractor	Solar System Two sets of 18 panels with battery for YCC	System Size	Battery capacity	Energy from solar	Comments	TOTAL
A	Canadian Solar 	14.76kW	8.06kWh	116% <small>Based on 10,000 consumption</small> 166% <small>Based on 7,000 consumption</small>	All panels have a 25yr warranty for product & performance Contractor currently working with Future Leap. 10yr warranty on inverter & battery.	£18,300 £1239.84 per kW
B	Q-Cells 	15.12kW	9.2kWh	117% <small>Based on 10,000 consumption</small> 167% <small>Based on 7,000 consumption</small>	Contractor currently working with Bristol City Leap (they are using these solar panels throughout their scheme in Bristol who investigated in detail the sustainability of this panel). 10yr warranty on inverter & battery	£21,066 £1393.25 per kW
B	Eurener As above	15.48kW	9.5kWh	120% <small>Based on 10,000 consumption</small> 171% <small>Based on 7,000 consumption</small>	Contractor currently working with Bristol City Leap. 12yr warranty on inverter & battery	£26,429 £1707.30 per kW
C	Solax Unaware of how sustainable they are as not answering emails.	6.4Kw	5.8kWh		Quoted for YCC never returned my emails re roof or Scout building.	£9,950 £1554.69 per kW

Date: 25/09/23 Time: Inspection by: Paul Harding

Dog Bin Nos	Location	Condition	Comments
1	High St/North Rd junction		Over flowing. Monitor use. Consider a bigger bin. Monitor the lid
2	High St/Hill Path junction		Good. Monitor lid
3	Eastermead Lane		Fair. Lid rusting - monitor
4	Church St by Cart Wash		New

5	Riverside Green		Good. Monitor the lid
6	Riverside Green by pumping station		Good. Monitor the lid
7	Godding Lane – Riverside end		Very new
8	Godding Lane – Wolverhill Road end		Fair. Monitor lid

9	Path between Knightcott Park/Wolvershill Park		Some damage to bottom of bin. Still usable. Monitor the lid
10	Knightcott Road behind bus stop at The Paddock		Fair. A bit green but ok. Monitor lid.
11	Westfield Road opp. village hall.		Good. Monitor for rust on the lid
12	Westfield Road south side by alleyway		Good. Monitor the lid
13	Queens Road		Good. Monitor the lid

14	High St near kennels			New
15	Knightcott Gardens			Good. Monitor the lid
16	Knightcott Road (south side)			Good
17	Footpath from West St to Littlefields Rd (top end)			Good. Monitor the lid
18	Footpath from West St to Littlefields Rd (bottom end)			A bit overgrown but all OK. Monitor the lid

19	West St car park		Good. No bin bag. Monitor lid.
New Development Mead Fields			
20	Derek Mead Way		New
21	Tanner Road		New
22	The Ruddocks		New

Date: 25/9/23

Time: 12:30 pm

Inspection by: P. Blatchford

Flag Pole Number	Location	Score	Comments
Left of the Memorial	Ground Mount bases	1	
	Concrete footings	1	
	Pole	1	
	Pulley's	1	
Right of the Memorial	Ground Mount bases	1	
	Concrete footings	1	
	Pole	1	
	Pulley's	1	

- A foundation (the ground socket) inspection
- Anchor bolts should be checked for wear and tear and rust
- Check the pole for signs of wear, fatigue, bending or failure
- Lanyards should be checked for wear, signs of abrasion and UV ageing
- All fittings and the hinge pins should be checked
- Poles on occasions may need to be lowered and cleaned, checking the top pulley wheel (at the same time)
- Flags should be inspected and where necessary replaced

1 = Good
2 = Fair
3 = Some attention needed
4 = Work Required
5 = Dangerous needs removal

Date:

Time:

GRIT BINS

Inspection by

Condition Scoring	1 = Good		Level Scoring	1 = Full
	2 = Fair			2 =
	3 = Some attention needed			3 = Half Full
	4 = Work required			4 =
	5 = Dangerous needs immediate removal			5 = Empty

	LOCATION	PHOTOGRAPH	CONDITION	LEVEL	COMMENTS
1	Knightcott Park		1	2	
2	Knightcott Gardens		1	4	
3	Westfield Road		1	2	Some rubbish inside -
4	Greenfields Avenue		1	2	
5	North Road		1	1	Bush over growing it a bit
6	Littlefields Road		1	1	
7	Littlefields Rise		1	4	
8	Cart Wash		1	2	
9	High Street – bottom of Hill Path		1	1	
10	High Street Ship Inn Car Park (x2)		1	1	
11	Wint Hill		4	1	Fallen over – needs work to correct
12	Bottom of School Close		1	4	
13	Wolvershill Road		1	1	good
14	Bridewell Lane		1	2	

Date: 09/10/23




Time: 5pm

Inspection by: Kelly Smith

Location	Score	Comments
Recreation Ground 1	1	
Recreation Ground 2	1	
West Street Car-Park (by dog bin)	1	
Riverside 1	1	
Riverside 2		Taken away as part of refit – needs another.

1 = Good	4 = Work Required
2 = Fair	5 = Dangerous needs removal
3 = Some attention needed	

1 = Good	4 = Work Required
2 = Fair	5 = Dangerous needs immediate removal
3 = Some attention needed	

Memorials	Items		Comments
War Memorial	Boundary – Fencing / Wall Structure Clean and Tidy Hedges	1 1 2 1	Needs sweeping out. 
Village / Jubilee Pump	Boundary Wall Structure Gate Padlock / Well Cover Clean and Tidy	4 1 1 2	Wall cracked it needs weeding and sweeping up.
Cart Wash Area (Bristol Water responsibility) Railings (NS responsibility)	Boundary – Fencing / Wall Flower Planters Clean and Tidy	1 1 2	Needs sweeping up 
Village Car Park Millennium Stone 1 and paved area.	Boundary – Fencing / Wall Structure Flower bed / planters Clean and Tidy	1 1 1 1	
Banwell P.C. Centenary stone Riverside Green	Structure Clean and Tidy Tree	2 2 1	Words fading, stone needs cleaning
VE Day Centenary Stone, Riverside Green	Structure Clean and Tidy Tree	4 1 1	Words illegible maybe replace with new plaque
New Riverside British Legion Stone	Structure Clean and Tidy Tree	3 1 3	Stone needs cleaning going green. Not sure if tree is alive or dead.
D-Day remembrance area Golling Lane	Boundary – Fencing Structure Clean and Tidy Vegetation / Trees	1 3 1 1	Words illegible another new Plaque?

Gate to Churchyard, East Street	Structure		Removed being re-painted
Welcome to Banwell sign, East Street	Structure	1	
	Clean and Tidy	1	
	Vegetation	1	
Welcome to Banwell sign, Castle Hill	Structure	1	
	Clean and Tidy	1	
	Vegetation	1	
Welcome to Banwell sign, Knightcott Road	Structure	1	
	Clean and Tidy	1	
	Vegetation	1	
Welcome to Banwell sign, Wolverhill Road	Structure	1	
	Clean and Tidy	1	
	Vegetation	1	

Bills for Payment - 19th September to the 11th October 2023
Banwell Parish Council

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power	
Already Paid						The Parish Council	
BACS	PPL/PRS	YCC Music Licence	£651.57	There are 2 MPAN numbers	156/23 (iv)		
DD	Unity Trust	Bank charges	£31.80		095/23		
DD	Evalon	Bank charges	£3.85		095/23		
DD	YU	Streetlight Power	£199.22		095/23		
DD	YU	Streetlight Power	£9.19		095/23		
DD	Mainstream	Phone and Broadband	£136.96		095/23		
DD	EDF	YCC Electricity	£91.14		095/23		
VDD	Land Registry	Access to Land Registry portal	£12.00		095/23		
To Pay							
BACS	J K Gardening	Grass cutting & Village Orderly contract	£1,043.34				095/23
BACS	J K Gardening	Environmental Fee £40	£40.00		Cem Admin		
BACS	Ambience Landscape	Dog Bin emptying	£629.20		095/23		
BACS	Insight Cleaning	YCC Cleaning	£192.00		095/23		
BACS	YMCA	Youth Club Sessions	£405.00		139/23		
BACS	British Legion	Donation	£60.00		156/23 (v)		
BACs	Calor	Tank removal cost - overpayment	£269.10		Contractual		
BACS	Liz Shayler	Expenses (refreshments & stamps)	£60.61		Admin		
BACs	Calor	Tank removal cost - overpayment	£269.10		Contractual		
DD	Loyds Bank PLC	Multipay charge & costs (zoom, Youth club items, YCC bags).	£82.83		095/23		
SO	Liz Shayler	Clerks Salary	£1,900.41		095/23		
BACs	Liz Shayler	Sept overtime	£129.04		95/23		
DD	Nest	Pension contibutions	£182.99		095/23		
BACS	HMRC	PAYE and NI	£736.29		095/23		
DD	North Somerset	YCC Waste Collection	£9.50		095/23		
			Totals				
			£7,145.14				

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name**Cemetery & Memorials**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
101	Cem Grass Cutting				1,950.00	975.00	975.00
102	Cem paths / trees / garder				300.00	241.50	58.50
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00		5,000.00
105	Env Fee				2,045.00	280.00	1,765.00
106	Cemetery software				450.00	450.00	
					9,945.00	£1,946.50	7,998.50

Cemetery Income

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
110	Cemetery Income			4,778.42			4,778.42
111	Cemetery Bank interest			75.26			75.26
					£4,853.68		4,853.68

Clerk & Administration

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
201	Salary & NI				37,400.00	21,095.50	16,304.50	
202	Clerk pension				800.00	1,426.95	-626.95	
203	Advertising			28.50	500.00	401.62	126.88	
204	Insurance				2,100.00	2,226.55	-126.55	
205	Subscriptions inc ALCA &				2,300.00	2,440.83	-140.83	
206	Audit Fee				950.00	1,130.00	-180.00	
207	Legal Costs				600.00	92.00	508.00	
208	Training Officers				650.00	300.00	350.00	
209	Training Councillor				400.00	232.68	167.32	
210	Grants & Donations				5,000.00	200.00	4,800.00	
211	Chairmans Allowance				300.00	259.48	40.52	
213	Bank Charges				200.00	88.55	111.45	
215	Risk Assessments				150.00	180.00	-30.00	
709	Office Equipment inc Web				2,500.00	2,287.50	212.50	
					£28.50	53,850.00	£32,361.66	21,516.84

Earmarked Reserves

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
214	Food bank			902.00		440.58	461.42	
218	Jubilee & Coronation				500.00		500.00	
504	CIL					1,249.00	-1,249.00	
809	Social Prescribing Comm.							
815	Refreshments			10.01		48.03	-38.02	
					£912.01	500.00	£1,737.61	-325.60

Environment

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>		
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>		
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88			
302	Env Grass Cutting				2,045.00	922.97	1,122.03		
303	Env Hedge / Fence / Tree				300.00		300.00		
304	Village Orderly		435.81	435.81	4,710.00	2,355.00	2,355.00		
305	Dog Bins				6,568.00	3,049.32	3,518.68		
306	Env Maintenance / Inspec				2,000.00	1,493.85	506.15		
307	Env Projects				3,000.00	1,458.14	1,541.86		
308	Env Grant		7,149.00				-7,149.00		
309	Riverside Project				48,280.52	40,233.76	8,046.76		
					9,232.69	£2,083.69	68,551.40	£51,160.92	10,241.48

Highways

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Banwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

401 Street light power	4,000.00	1,269.43	2,730.57
402 Street light maintenance	3,500.00	1,750.00	1,750.00
403 Street light upgrade	1,400.00		1,400.00
404 Highways related projects	3,000.00		3,000.00
	11,900.00	£3,019.43	8,880.57

Income

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
501	Misc Income		100.00	276.88			176.88
502	Annual Precept		122,646.03	122,646.03			
503	VAT						
			122,746.03	£122,922.91			176.88

Recreation Ground

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
601	Rec Grass Cutting				2,250.00	1,079.25	1,170.75
602	Rec Maintenance				2,000.00	1,539.72	460.28
603	Rec Tree & Fence Work				300.00		300.00
604	Rec Inspections				400.00	67.00	333.00
605	Rec Play Equipment & Be				2,512.80		2,512.80
					7,462.80	£2,685.97	4,776.83

Youth & Community Centre

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
701	YCC upgrade				25,000.00		25,000.00
702	YCC repairs & maintenanc				3,000.00	1,181.57	1,818.43
703	YCC CCTV				200.00	67.80	132.20
704	YCC Electricity				2,000.00	621.00	1,379.00
705	YCC Gas				2,000.00	383.01	1,616.99
706	YCC water				600.00	114.03	485.97
707	YCC waste			114.00	620.00	771.17	-37.17
708	YCC cleaning & supplies			26.67	2,700.00	1,322.35	1,404.32
710	YCC phone & wifi				1,000.00	245.54	754.46
711	YCC Grass cutting				1,125.00	539.63	585.37
712	YCC hedge, fence & tree \				500.00	1,076.00	-576.00
713	YCC grants & donations		1,000.00	1,000.00			7.00
714	YCC income		500.00	507.00			-67.60
715	YCC Booking software				350.00	417.60	-542.97
716	YCC Music Licence					542.97	
			1,500.00	£1,647.67	39,095.00	£7,282.67	31,960.00

Youth Club

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
801	YC sessions				9,000.00	2,295.00	6,705.00
802	YC budget				400.00	251.26	148.74
803	YC extraordinary activities				2,000.00		2,000.00
804	YC Printer						
805	YC subscriptions		550.00	375.70			-174.30
806	Tuck Shop		100.00	311.10	100.00	239.21	71.89
807	Youth Forum				200.00		200.00
			650.00	£686.80	11,700.00	£2,785.47	8,951.33

NET TOTAL

134,128.72	£133,135.26	203,004.20	£102,980.23	99,030.51
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Banwell Parish Council
Reserves Balance
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Cemetery Reserves	96,254.64			4,853.68	101,108.32
Mental Health Grant	1,161.75				1,161.75
Food Bank	1,765.96		440.58	902.00	2,227.38
New Banwell Solar	6,547.54				6,547.54
CIL	66,235.16		1,249.00		64,986.16
Refreshments	112.11		48.03	10.01	74.09
Total Earmarked	172,077.16		1,737.61	5,765.69	176,105.24
TOTAL RESERVE	172,077.16		1,737.61	5,765.69	176,105.24
GENERAL FUND					94,143.06
TOTAL FUNDS					270,248.30

Banwell Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2023		
	Cash in Hand 01/04/2023		235,064.81
	ADD Receipts 01/04/2023 - 30/09/2023		150,384.60
			385,449.41
	SUBTRACT Payments 01/04/2023 - 30/09/2023		115,201.11
A	Cash in Hand 30/09/2023 (per Cash Book)		270,248.30
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2023	0.00	
	Natwest Current account (5335765) 31/08/2023	8,520.59	
	Cemetery Reserve Account (59678) 31/08/2023	15,528.32	
	PC Reserve Saver account (81413) 31/08/2023	45,079.14	
	Unity Trust Bank (20398572) 31/08/2023	116,120.25	
	Lloyds Credit Card 31/08/2023	0.00	
	Charity Bank 31/08/2023	85,000.00	
			270,248.30
	Less unrepresented payments		270,248.30
	Plus unrepresented receipts		
B	Adjusted Bank Balance		270,248.30
	A = B Checks out OK		

Department	Budget 2022 - 23	Actual	Budget 2023 - 2024	Spend 1 April - 30th Sept 23	Anticipated Spend 2023 - 24	Comments	Draft Budget 2024 - 25	Precept	Reserves
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Cemetery & Memorials

Grass cutting	£ 1,950.00	£ 1,950.50	£ 1,950.00	£ 975.00	£ 1,950.00	will need to consider increase	£ 1,950.00	£ 1,950.00	£ -
Paths / Trees & Garden	£ 200.00	£ 120.00	£ 300.00	£ 241.50	£ 300.00		£ 300.00	£ 300.00	£ -
Making up graves	£ 200.00	£ -	£ 200.00	£ -	£ 200.00		£ 200.00	£ -	£ 200.00
Cemetery / Memorial work contingency	£ 5,000.00	£ -	£ 5,000.00	£ -	£ 1,175.00	War memorial due clean apply for grant	£ 5,000.00	£ 2,000.00	£ 3,000.00
Cemetery software	£ 380.00	£ 375.00	£ 450.00	£ 450.00	£ 450.00		£ 450.00	£ 450.00	£ -
TOTAL	£ 7,730.00	£ 2,445.50	£ 7,900.00	£ 1,666.50	£ 4,075.00		£ 7,900.00	£ 4,700.00	£ 3,200.00

Clerk and Administration

Salary & NI	£ 34,500.00	£ 39,220.40	£ 37,400.00	£ 21,095.50	£ 37,000.00	Poss 2% inc, opt spinal point	£ 40,000.00	£ 40,000.00	£ -
Pension provision	£ 800.00	£ 903.00	£ 800.00	£ 608.00	£ 900.00	Only 40% is employer. Change to way calculated	£ 2,100.00	£ 2,100.00	£ -
Advertising inc printing	£ 500.00	£ 472.00	£ 500.00	£ 401.62	£ 600.00		£ 650.00	£ 650.00	£ -
Insurance	£ 1,933.12	£ 2,027.29	£ 2,100.00	£ 2,226.55	£ 2,226.55	3rd year of new 3yr plan	£ 2,300.00	£ 2,300.00	£ -
Subscriptions	£ 1,800.00	£ 2,410.19	£ 2,300.00	£ 2,440.83	£ 2,700.00	ALCA / SLCC / SPF / ICO	£ 3,000.00	£ 3,000.00	£ -
Audit fees	£ 950.00	£ 650.00	£ 950.00	£ 1,130.00	£ 1,505.00		£ 1,500.00	£ 1,500.00	£ -
Legal costs	£ 600.00	£ -	£ 600.00	£ -	£ 600.00		£ 600.00	£ 600.00	£ -
Training Officers	£ 650.00	£ 804.00	£ 650.00	£ 300.00	£ 650.00	ILCA / New Officer	£ 600.00	£ 600.00	£ -
Training Cllrs	£ 600.00	£ 272.44	£ 400.00	£ 232.68	£ 310.00		£ 400.00	£ 400.00	£ -
Grants and Donations	£ 4,000.00	£ 5,477.00	£ 5,000.00	£ 200.00	£ 4,000.00	inc CAB & spend on grants awarded	£ 5,000.00	£ 5,000.00	£ -
Chairman's Allowance	£ 250.00	£ 177.04	£ 300.00	£ 259.48	£ 300.00		£ 350.00	£ 350.00	£ -
Jubilee / Coronation	£ 600.00	£ -	£ 500.00	£ 250.31	£ 250.31		£ -	£ -	£ -
Bank Charges	£ 200.00	£ 163.05	£ 200.00	£ 88.55	£ 190.00		£ 200.00	£ 200.00	
Food Bank	£ 500.00	£ 1,374.15	£ 2,000.00	£ 440.58	£ 800.00	EMR	£ 2,000.00	£ -	£ 2,000.00
Risk Assessments	£ 150.00	£ -	£ 150.00	£ 180.00	£ 180.00		£ 180.00	£ 180.00	£ -
Election Charges	£ -	£ -	£ 2,246.00	£ 92.00	£ 92.00		£ -	£ -	£ -
TOTAL	£ 48,033.12	£ 53,950.56	£ 56,096.00	£ 29,946.10	£ 52,303.86		£ 58,880.00	£ 56,880.00	£ 2,000.00

Environment

Grass Cutting	£ 1,650.00	£ 1,155.44	£ 2,045.00	£ 922.97	£ 1,846.00	New contract	£ 2,045.00	£ 2,045.00	£ -
Fence and Tree Work	£ 300.00	£ 578.00	£ 300.00	£ -	£ 300.00		£ 300.00	£ 300.00	£ -
Village Orderly	£ 4,710.00	£ 4,710.00	£ 4,710.00	£ 2,355.00	£ 4,710.00	Possible increase	£ 4,710.00	£ 4,710.00	£ -
Dog Bins	£ 4,800.00	£ 6,258.94	£ 6,568.00	£ 3,049.32	£ 6,398.64	price increase & add bins	£ 6,480.76	£ 6,568.00	£ -
Riverside & Defib	£ 2,500.00	£ 377.00	£ 2,000.00	£ 1,493.85	£ 2,500.00		£ 2,500.00	£ 2,000.00	£ -
Environmental projects	£ 3,000.00	£ 1,254.87	£ 3,000.00	£ 1,458.14	£ 1,500.00	Add FP	£ 2,000.00	£ 2,000.00	£ -
Environmental Grant	£ 1,000.00	£ 16,453.11	£ 1,000.00	£ -	£ 1,000.00		£ 2,000.00	£ 2,000.00	£ -
Riverside project	£ 10,000.00	£ 784.00	£ 48,280.52	£ 40,233.76	£ 40,233.76	Quarry Project	£ 3,000.00	£ 3,000.00	£ -
TOTAL	£ 27,960.00	£ 31,571.36	£ 67,903.52	£ 49,513.04	£ 58,488.40		£ 23,035.76	£ 22,623.00	£ -

Highways

Power	£ 1,800.00	£ 4,263.94	£ 4,000.00	£ 1,269.43	£ 3,000.00	New Contract renew March 23	£ 3,000.00	£ 3,000.00	£ -
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Maintenance	£ 3,500.00	£ 4,375.00	£ 3,500.00	£ 1,750.00	£ 3,500.00	Lighting contract 3yrs fixed 3rd year	£ 3,500.00	£ 3,500.00	£ -
Upgrades	£ 8,250.00	£ 8,030.00	£ -	£ -	£ -	All upgraded	£ -	£ -	£ -
6 yr inspect / single phase upgrade	£ 1,400.00	£ 840.00	£ 1,400.00	£ -	£ -	Upgrade to Elec circuit	£ -	£ -	£ -
Highways related projects	£ 1,000.00	£ 1,021.90	£ 3,000.00	£ -	£ 3,000.00	Xmas Lights & VAS	£ 8,000.00	£ 5,000.00	£ 3,000.00
TOTAL	£ 15,950.00	£ 18,530.84	£ 11,900.00	£ 3,019.43	£ 9,500.00		£ 14,500.00	£ 11,500.00	£ 3,000.00

Recreation Ground									
Rec Grass Cutting	£ 1,700.00	£ 1,701.00	£ 2,250.00	£ 1,079.25	£ 2,158.50	New contract	£ 2,250.00	£ 2,250.00	£ -
Rec Maintenance	£ 2,000.00	£ 631.45	£ 2,000.00	£ 1,539.72	£ 2,500.00	Poss MUGA	£ 10,000.00	£ 10,000.00	£ -
Rec Trees and Fence Work	£ 300.00	£ 1,585.00	£ 300.00	£ -	£ 300.00		£ 300.00	£ 300.00	£ -
Inspections	£ 350.00	£ 296.00	£ 400.00	£ 67.00	£ 350.00		£ 400.00	£ 400.00	£ -
Play Equipment	£ 20,000.00	£ 24,813.65	£ 54,000.00	£ -	£ 54,000.00	toddler quip	£ 5,000.00	£ 5,000.00	£ -
TOTAL	£ 24,350.00	£ 29,027.10	£ 58,950.00	£ 2,685.97	£ 59,308.50		£ 17,950.00	£ 17,950.00	£ -

YCC									
YCC upgrade	£ 12,000.00	£ -	£ 25,000.00	£ -	£ 12,000.00		£ 2,000.00	£ 2,000.00	£ -
Repairs & Maintenance	£ 3,000.00	£ 2,841.79	£ 3,000.00	£ 1,181.57	£ 2,200.00		£ 3,000.00	£ 3,000.00	£ -
CCTV	£ 1,000.00	£ 210.00	£ 200.00	£ 67.80	£ 212.80		£ 220.00	£ 220.00	£ -
Electricity	£ 1,000.00	£ 1,069.99	£ 2,000.00	£ 621.00	£ 1,500.00	New contract, 3 yrs renew 2025	£ 1,800.00	£ 1,800.00	£ -
Gas	£ 1,000.00	£ 1,188.29	£ 2,000.00	£ 383.01	£ 1,200.00	Calor final	£ 1,000.00	£ 1,000.00	£ -
Water	£ 600.00	£ 299.31	£ 600.00	£ 114.03	£ 400.00		£ 600.00	£ 600.00	£ -
Waste Collection	£ 500.00	£ 643.95	£ 620.00	£ 771.17	£ 664.95	new contract	£ 300.00	£ 300.00	£ -
Cleaning & supplies	£ 2,700.00	£ 3,007.31	£ 2,700.00	£ 1,322.35	£ 2,700.00		£ 2,700.00	£ 2,700.00	£ -
Office Equip inc software	£ 3,000.00	£ 1,757.53	£ 2,500.00	£ 2,287.50	£ 2,500.00	New officer laptop	£ 2,500.00	£ 2,500.00	£ -
Phone internet	£ 720.00	£ 746.15	£ 1,000.00	£ 245.54	£ 600.00	new contract due March 2024 & fibre	£ 700.00	£ 700.00	£ -
Grass cutting	£ 900.00	£ 850.56	£ 1,125.00	£ 539.63	£ 1,079.26	New contract	£ 1,125.00	£ 1,125.00	£ -
fence / hedge	£ 500.00	£ 545.00	£ 500.00	£ 1,076.00	£ 1,076.00		£ 500.00	£ 500.00	£ -
Booking software	£ 348.00	£ 348.00	£ 350.00	£ 417.60	£ 417.60		£ 420.00	£ 420.00	£ -
Grants & Donations	-£ 1,000.00	-£ 1,000.00	-£ 1,000.00	-£ 1,000.00	-£ 1,000.00	Grant from Winscombe for YCC if awarded	-£ 1,000.00	-£ 1,000.00	£ -
Income	-£ 1,400.00	-£ 1,400.00	-£ 500.00	-£ 507.00	-£ 600.00		-£ 500.00	-£ 500.00	£ -
TOTAL	£ 24,868.00	£ 11,107.88	£ 40,095.00	£ 7,520.20	£ 24,950.61		£ 15,365.00	£ 15,365.00	£ -

Youth									
Youth Club staffing	£ 10,000.00	£ 5,535.00	£ 9,000.00	£ 2,295.00	£ 6,000.00	Currently 1 day possible inc to 2.	£ 8,000.00	£ 8,000.00	£ -
Youth Club budget inc tuck	£ 500.00	£ -	£ 500.00	£ 251.26	£ 500.00	budget carried over, tuck paying for itself	£ 500.00	£ -	£ 500.00
Computers / printer	£ 500.00	£ -	£ 500.00	£ -	£ -	carried over as budgetted 2021	£ 500.00	£ -	£ 500.00
Extraordinary activities inc Residential	£ 1,800.00	£ 21.36	£ 2,000.00	£ -	£ -	Section 106, residential sept 24 & SH	£ 3,000.00	£ 1,800.00	£ 1,200.00
Subs	-£ 400.00	-£ 711.10	-£ 650.00	-£ 375.70	-£ 650.00	£1 per person	-£ 650.00	-£ 650.00	£ -
Youth Council / forum	£ 200.00	£ -	£ 200.00	£ -	£ -	carried over as budgetted 2021	£ 200.00	£ -	£ 200.00

TOTAL	£ 12,600.00	£ 4,845.26	£ 11,550.00	£ 2,170.56	£ 5,850.00		£ 11,550.00	£ 9,150.00	£ 2,400.00
Grand Total	£ 161,491.12	£ 151,478.50	£ 254,394.52	£ 96,521.80	£ 214,476.37		£ 149,180.76	£138,168.00	£10,600

INCOME									
Village Orderly Grant	£ 435.81	£ 435.81	£ 435.81	£ 435.81	£ 435.81	Concern this will not exist.	£ 435.81	£ 435.81	£ -
Misc income	£ 100.00	£ 446.19	£ 100.00	£ 225.01	£ 250.00		£ 100.00	£ 100.00	£ -
CIL	£ -	£ 69,177.70	£ -	£ 1,249.00	£ 4,000.00	Outstanding CIL	£ 8,000.00	£ 8,000.00	£ -
Solar panel grant from New Solar Banwell	£ 7,149.00	£ 7,149.00	£ 7,149.00	£ -	£ 7,149.00		£ 7,149.00	£ 7,149.00	£ -
Food Bank Donations	£ -	£ 1,524.54	£ -	£ 902.00	£ 1,200.00		£ -	£ -	£ -
Social Prescribing	£ 3,986.00	£ 2,824.25	£ -	£ -	£ -		£ -	£ -	£ -
Community Hub	£ 2,714.98	£ 2,103.00	£ -	£ -	£ -		£ -	£ -	£ -
Griffiths Happy to chat	£ 700.00	£ 700.00	£ -	£ -	£ -		£ -	£ -	£ -
Griffiths LED lights	£ 1,000.00	£ 1,000.00	£ -	£ -	£ -		£ -	£ -	£ -
Somerset Community	£ 2,500.00	£ 2,500.00	£ -	£ -	£ -		£ -	£ -	£ -
Public Living Room	£ 800.00	£ 800.00	£ -	£ -	£ -		£ -	£ -	£ -
Rec section 106	£ 21,727.03	£ 21,727.23	£ -	£ -	£ -		£ -	£ -	£ -
Play Innovator Fund	£ 19,644.38	£ 19,644.38	£ -	£ -	£ -		£ -	£ -	£ -
INCOME	£ 60,757.20	£ 130,032.10	£ 7,684.81	£ 2,811.82	£ 13,034.81		£ 15,684.81	£ 15,684.81	£ -

	Budget - income	Precept request	Reserves to be used
£ 100,733.92	£ 21,446.40	£ 246,709.71	£ 93,709.98
£ 201,441.56	£ 133,495.95	£ 122,483.19	£ 10,600.00

Cemetery income	£ 3,000.00	£ 3,666.00	£ 3,500.00	£ 4,778.42	£ 5,000.00	Not part of budget as earmarked	£3,500	0	
Section 137 Contributions	In May 2023 Banwell Parish Council resolved to adopt the General Power of Competence.								

GENERAL RESERVES (ESTIMATED AT 30.04.24)	£ 59,719.98	(49% of precept)	£ 61,323.02	(50% of precept)
CEMETERY EXTENSION RESERVE ON 30.09.23	£ 100,528.32			
CEMETERY EXTENSION RESERVE (ESTIMATED AT 30.04.24)	£ 102,000.00			
Band D £85.95				
0% increase				